

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 08-062

OPENING DATE: 22 February 2008

CLOSING DATE: 24 March 2008

ANTICIPATED FILL DATE: 11 May 08

### POSITION TITLE AND NUMBER

Accounting Technician  
PDCN 70264000, MD #: 1524-218

### UNIT/ACTIVITY AND DUTY LOCATION

United States Property and Fiscal Office  
(USPFO), NCARNG Raleigh, North Carolina

### GRADE AND SALARY (Includes Locality Pay of 16.82%)

GS-0525-06 \$34,200.00 - \$44,462.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY:** The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date. **NOTE: Information that must be provided when applying for a technician position is as follows:** announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 919-664-6431/6172.

**QUALIFICATION REQUIREMENT:** Must have nine months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required nine months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience with inclusive dates that reflect nine months that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 919-664-6172/6431.

1. Knowledge of accounting methods, forms and techniques.
2. Knowledge of general ledger and subsidiary accounts.
3. Ability to analyze the interrelationship of accounts affected by varied transactions.
4. Knowledge of disbursements and fund accounting, methods, procedures and techniques used in balancing and closing accounts.
5. Ability to interpret and apply a variety of accounting regulations and guidelines.
6. Knowledge of procedures to enter, modify, retrieve, and delete information in an automated system.

**CONDITIONS OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**MILITARY ASSIGNMENT:** Assignment to a compatible Enlisted position in the NCARNG is mandatory. MOS: 42A/F; 44C; 92A/Y.

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement. (KSA statement will be evaluated by the Personnel Staffing Specialist to determine minimum qualifications and by the interview panel to determine the best qualified.)

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Performs all accounting technician functions in assigned area of responsibility to include problem solving from routine to complex. Receives and verifies the accuracy and completeness of various accounting data and validates files in preparation for reviewing, updating, and closing accounts. Reviews pre-closing trial balances for equality and determines that general ledger account balances reflect nominal balance on proper debit/credit side of the general ledger. Performs input and reconciliation of subsidiary ledgers to the general ledger control accounts for accounts involving a variety of transactions. Evaluates input documents, performs input, and researches discrepancies to make adjustments as necessary. The incumbent takes detailed listings of unliquidated transactions and reconciles them to the general ledger control account. If they do not reconcile, incumbent reviews changes to both the subsidiary ledger and general ledger since the last reconciliation. Researches discrepancies and makes necessary adjustments to reconcile the subsidiary and general ledger balances. Performs detailed analysis and reviews transactions in assigned accounts. Researches accounts, historical data, source documents, etc., to develop and explain detailed information not otherwise readily available. Develops and suggests interpretation of comparative data reflecting relationships between accounts, time periods, costs of different operations, etc. Identifies significant changes and determines related transactions and causes. Makes suggestions for action, performs other similar activities, and provides interpretation and suggestions based on a good knowledge of the accounting system. Develops and prepares information showing the analysis performed and provides reports to the supervisor. Responds to questions of a routine to complex nature. Researches, takes corrective action, and responds to customer problems in assigned areas of responsibility. Explains agency accounting data and procedures. Researches problems covering all aspects of processing of technical data. Based on this research, takes appropriate action. Trains other accounting technicians in follow-up techniques used to correct and process work. Conducts customer training. Reviews complex documents to verify accounting data and mathematical accuracy. Prepares drafts of memorandums responding to inquiries of a nonroutine nature. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 4. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.

**DISTRIBUTION:**

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

